

## General Information

The City of Eugene maintains good stewardship of public funds by abiding by public contracting rules while seeking best values in procurement. Vendors play a crucial role in supplying the City with quality goods and services. Purchasing staff promote fair competition and transparency to support a level playing field for businesses wishing to work with the City. The City is comprised of six departments that make purchases small and large. The Purchasing Office assists in most procurements that exceed \$5,000 for goods and trade services or \$25,000 for personal services. Purchases under these thresholds are typically made directly by the departments. Facility Management and Engineering divisions also issue their own solicitations for construction projects.

### Competitive Process

The City often issues solicitations when a purchase is expected to exceed \$5,000. We issue Requests for Quotes, Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Information. Each of these processes has its own legal and submittal requirements. Solicitations communicate the specifications of the product or service we seek, outline the submittal processes and relay minimum requirements.

The City may purchase goods or services via contracts established by other agencies or cooperative agreements. A cooperative contract is conducted on behalf of more than one governmental body and enables the City to take advantage of economies of scale and improve efficiencies in the procurement cycle. Some common cooperatives whose contracts the City uses include State of Oregon, Western States Contracting Alliance, US Communities, and General Services Administration Schedules 70 and 84.

### Cooperative Contracts

### Qualified Pools

The City may establish qualified pools in lieu of prequalification on a contract-by-contract basis.

Qualified pools can be used on a continuous basis for the selection of contractors when direct appointment or an informal solicitation is otherwise authorized. Open qualified pools include those for training consulting, software development, organizational development, catering services, engineering services, and material testing services.

Qualified Rehabilitation Facilities (QRF) are state-certified, non-profit

organizations that actively employ Oregonians with disabilities. The State of Oregon requires that government agencies like the City procure from a State approved QRF if the product or service meets the agency's requirements.

### Qualified Rehabilitation Facilities

### Commitment to Sustainability >>>

The City seeks products and services that have a reduced impact on human health and the environment and that more fully support communities and economies compared to their competitors. Sustainable purchasing efforts are guided by City-wide initiatives and policies that, among other goals, are aimed at reducing waste and greenhouse gas emissions, preserving resources, and maintaining the health of the community. We are interested in doing business with vendors who consider the long-term impacts within their industry and are proactive in maximizing sustainable practices. Read more on sustainable purchasing at [www.eugene-or.gov/sustainpurch](http://www.eugene-or.gov/sustainpurch).

### Bids & Notifications >>>

Bidding opportunities issued through the Purchasing Office are posted on our electronic bidding system, eBid. Vendors can register and login to this system from our purchasing site [www.eugene-or.gov/purchasing](http://www.eugene-or.gov/purchasing).

After registering with eBid, you will receive email notifications of opportunities that match the commodities you select.

Bid advertisements, abstracts, and notices of award are posted on the central solicitation website [www.eugene-or.gov/bids](http://www.eugene-or.gov/bids). Here you will also find opportunities issued by Facility Management and the Engineering Division.

### Contacting City Staff >>>

Vendors may contact the Purchasing Office or a specific department that may be interested in their product. Please be aware, City employees may only accept marketing materials if there is no intrinsic value to the offer.

### Surplus >>>

The City sells surplus items at Brasher's Auto Auctions, PublicSurplus.com, GovDeals.com, and by posting opportunities on our website.

[www.eugene-or.gov/purchasing](http://www.eugene-or.gov/purchasing)

## Visit our website to find...

*eBid registration and login*

*State and City public procurement rules*

*Sustainable purchasing information*

*Surplus property and auction links*

### eBid >>>

Register with the City of Eugene's eBid website to be notified of Solicitations. Click on the "Supplier Registration" link at:

[www.eugene-or.gov/purchasing](http://www.eugene-or.gov/purchasing)

### Purchasing Rules & Regulations

The City of Eugene is subject to public procurement regulations, including:

- Oregon Revised Statutes 279A, 279B, and 279C
- City of Eugene Administrative Order No. 44-08-06-F

### Questions? Contact us!



541-682-5055



[Eugene.Purchasing@ci.eugene.or.us](mailto:Eugene.Purchasing@ci.eugene.or.us)

## Let Us Introduce Ourselves!

*Our office assigns staff to support the purchasing needs of specific departments. Below is a contact list of Purchasing Office staff and their assigned divisions or duties.*

Mia Cariaga  
Purchasing Manager  
541-682-5408

Jamie Garner  
Purchasing Analyst  
541-682-6820

Sheena Kindred  
Purchasing Program Specialist  
541-682-5055

Heather Nelson  
Purchasing Analyst  
541-682-5056

Jim Ulrich  
Purchasing Analyst  
541-682-5051

Library, Recreation and Cultural  
Services; Planning & Development;  
Police

Program Support Extraordinaire

Central Services;  
Sustainable Purchasing

Public Works;  
Fire Department

### Divisions

*You might also choose to contact individuals that would directly use your product or service. The following are the main phone numbers for several of our divisions. Support staff answering these lines can help direct you to the most appropriate person for your product or service.*

Facility Management  
541-682-2690

Fire and EMS Services  
541-682-7100

Library, Recreation, &  
Cultural Services  
541-682-6065

Planning & Development  
541-682-5481

Police Department  
541-682-2822

PW Engineering  
541-682-5291

PW Fleet Services  
541-682-4865

PW Maintenance  
541-682-4800

PW Parks and Open Space  
541-682-4800

PW Wastewater  
541-682-8600

Technology Services  
541-682-6722

## HOW TO DO BUSINESS WITH THE CITY OF EUGENE

### PURCHASING OFFICE

100 West 10th Avenue, Suite 400

Eugene, Oregon 97401

Phone 541-682-5055

Fax 541-682-6233

[www.eugene-or.gov/purchasing](http://www.eugene-or.gov/purchasing)

Hours: Monday – Friday 8 a.m. - Noon; 1 p.m. - 5 p.m.

